

Headquarters
Department of the Army
Washington, DC
26 June 2006

Personnel—General

**Military Personnel Information Management/Records:
Official Military Personnel File Access**

Applicability. This memorandum applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G-1. The Deputy Chief of Staff, G-1 has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The Deputy Chief of Staff, G-1 may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent. Refer to Army Regulation 25-30 for specific guidance.

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1. Purpose

This memorandum prescribes Army policies and procedures for granting access to the official military personnel file (OMPF) and other personnel folders stored in the interactive Personnel Electronic Records Management System (iPERMS).

2. References

- a. AR 340–21, The Army Privacy Program.
- b. AR 380–5, Department of the Army Information Security Program.
- c. AR 600–8–104, Military Personnel Information Management/Records.
- d. EO 9397, Number System for Federal Accounts Relating to Individual Persons.

e. 5 USC 552a(b)(1), Records maintained on individuals ("Privacy Act of 1974").

f. 10 USC 3013, Secretary of the Army.

3. Explanation of abbreviations and terms

Abbreviations and terms used in this memorandum are explained in the glossary.

4. Responsibilities

A records custodian is responsible and accountable for granting access to OMPFs and other personnel folders stored within iPERMS. Access to OMPFs and other personnel folders are controlled by a records custodian. In accordance with the Privacy Act and the OMPF system of records notice (A0600–8–104b Army Human Resources Command (AHRC)), the records custodian will establish an authorized official (AO) role and permissions to determine what records, folders, subfolders or images of document to be granted to a requestor. It is important to stress that any review/release of Privacy Act records is governed by the Privacy Act and the system of records notice. The OMPF system of records notice is accessible at http://www.defenselink.mil/privacy/notices/army/A0600–8–104b_AHRC.html. This includes how long a record, folder, subfolder, or document image can be viewed by the requestor. The records custodian will restrict access by disabling a profile at the expiration date of access of the current request.

5. Policy

Records custodians will grant access to the OMPF or other records based on a demonstrated need to know, and a functional requirement granted to support one or more of the Army's personnel life-cycle functions. Army agencies will use a valid common access card (CAC) to authenticate request and establish their identity. A first-party requester (the Soldier to whom the records pertain) may access the OMPF using Army Knowledge Online (AKO) login information. A third-party requester (a person who may access Privacy Act records provided they have an official need for the record in the performance of their duties) will use a sealed e-mail with required information (see Section 552a(b)(1), Title 5, United States Code (5 USC 552a(b)(1))). The e-mail request will be sealed with a digital signature for trusted authentication. The records custodian for the appropriate domain will establish and place constraints on a requestor in accordance with the Privacy Act and the OMPF system of records notice (A0600-8-104b AHRC). Once a request is granted, the role of an AO will be created for the requestor. Denied requests will be returned to the requestor with an explanation for denial. Microfiche will no longer be produced. No records access will be granted without the requestor being identified.

6. Composition of the OMPF and other personnel folders

a. The OMPF contains three folders—performance, service, and restricted—that store images in appropriate folders/subfolders in accordance with Army Regulation (AR) 600–8–104, table 2–1.

(1) The performance folder is subdivided into four subfolders: Evaluation, commendatory, training, and disciplinary.

(2) The service folder is subdivided into two subfolders—Service computation and general administration—each of which contains images of general information and service data/information in accordance with AR 600–8–104, table 2–1.

(3) The restricted folder contains one subfolder, which contains images of restricted information in accordance with AR 60–8–104, table 2–1. The restricted section is released based on AR 600-8-104.

b. Other personnel folders available for access, if applicable, are—

(1) Military Personnel Records Jacket folder.

(2) Health folder.

(3) Aviation folder.

(4) Deployment/mobilization folder.

7. Submitting requests

Requests to view images in an OMPF or other personnel folders will be submitted to the appropriate

Records Custodian using email or written request. E-mail requests will be accepted only from supervisors. Military supervisors must be in the grade of staff sergeant and above, and Government employees must be a general schedule 9 or above or equivalent. E-mail requests must include the following:

a. A requestor must have a .mil address. When a requestor does not have an AKO account, approval to access the account must be granted before requesting an AKO account. The following e-mail addresses may be used to request access:

- (1) For Active duty officers, offrcds@hoffman.army.mil.
- (2) For Active duty enlisted, custsupt@erec.army.mil.
- (3) For Army National Guard, ngb_perms@ngb.army.mil.
- (4) For U.S. Army Reserve Soldiers, perms.records@arpsl.army.mil.

b. The requestor must use the AKO portal to gain access to iPERMS. AKO offers guest accounts for other agencies. The link to request an account may be accessed at <https://www.us.army.mil/suite/login/welcome.html>.

c. E-mail must be digitally signed with approved Government CAC software for trusted authentication.

d. E-mail will be submitted by a supervisor requesting access. Supervisors will request access for subordinates or employees.

e. Duty/work telephone number must be included.

f. Required information from requestor will include the following (see fig 1):

(1) *Full name (last, first, and middle name and suffixes)*. Name will be verified against Interactive Total Army Personnel Database (ITAPDB) or Standard Installation/Division Personnel System–Guard (SIDPERS–G)). When a requestor cannot be verified on the Army Human Resources databases, the security office/official for the requestor must verify the requestors security level before access to iPERMS is granted.

(2) *Social security number (SSN)*. SSN will be verified against ITAPDB or SIDPERS–G. Same as 7f(1).

(3) *Date of birth (DOB)*. DOB will be verified against ITAPDB or SIDPERS–G. The DOB must be included on all requests.

(4) *Current position title, grade and location*. The request will state the exact duty position or title.

(5) *Reason for access*. Clearly state the requesting official's functional requirement and official need for access to the OMPF or other personnel records.

g. Requests for access to an OMPF or other personnel records must contain the following:

(1) Requestor's name.

(2) Requestor's SSN.

(3) Unit identification codes of units serviced by the requestor.

(4) Folder needed. State which folder, subfolder, or document image the view is requested; this must be specific and stated as listed in paragraph 7.

(5) Access expiration date. May not exceed 1 year.

h. Requestors that cannot be verified by the Human Resources database must request a guest AKO account and obtain an AKO user identification and password.

8. Privacy Act Statement

OMPF custodians and authorized officials will use the Army Privacy Act Program to safeguard the right to privacy of present and former military members. No person is entitled to obtain information from or possess OMPFs solely by virtue of his or her position. The OMPF contains privileged material and will be made available to authorized personnel when required in the performance of official business. All OMPFs are FOR OFFICIAL USE ONLY unless they are classified higher under AR 380–5. Classified OMPFs must and will be protected to prevent unauthorized access or disclosure. The Privacy Act statement below identifies the information that will be used to verify an authorized official.

PRIVACY ACT STATEMENT
<ul style="list-style-type: none"> • Authority: 10 USC 3013, AR 600–8–104, and Executive Order (EO) 9397. • Principal purpose: This information will be used to verify the identity of authorized official (AO) users of the official military personnel file (OMPF) and other personnel folders. • Routine uses: None. The "Blanket Routine Uses" set forth at the beginning of the Army's Compilation of Systems of Record Notices also applies to this system. • Disclosure: Voluntary. However, failure to provide the requested information will result in denial of access to the OMPF and other personnel folders.
REQUIRED INFORMATION
<ul style="list-style-type: none"> • Why do we need your name, Social Security number, and date of birth? We request your name, social security number (SSN), and date of birth (DOB) during the verification process only to authenticate who you are. The information you provide is compared with your information in either Interactive Total Army Personnel Database (ITAPDB) or Standard Installation/Division Personnel System–Guard (SIDPERS–G), and the information is used solely to verify that you are authorized to have access to an OMPF or personnel folder. The data exist in the ITAPDB, and the Secretary of the Army is authorized to use the data for verification purposes. Your name, SSN, and DOB are used only as a discriminator during multiple identity instances. • Is it safe? Security during registration is ensured using a 128-bit secure socket layer connection. This is the highest industry standard and establishes an encrypted session between your computer, the interactive Personnel Electronic Management System, and Army Knowledge Online. We use the same technology that other major companies operating on the World Wide Web use to protect personal information and guard against identity theft. Look for the little yellow padlock at the bottom of your browser window to ensure that you have established a secure connection. There are no alternate means of registration as this is the most secure method of protecting your information.
IDENTIFICATION
<p>Your name and SSN are used to identify you in either ITAPDB or SIDPERS–G.</p> <p>DOB. For year, enter all 4 digits.</p> <p>Department of the Army civilians, enter service computation date for leave. Nonappropriated fund employees, enter start date.</p>

Figure 1. Privacy Act Statement

9. Access Guide

The following Department of Defense (DOD), Department of the Army (DA), and other agencies identified in table 1 are authorized to access the OMPF and the folders identified.

Table 1
Access guide for agencies and activities

Access level	Agencies and activities	Purpose	Record or folder access
DOD	Secretary, Deputy Secretary of the Army and Assistant Secretary (Manpower and Reserve Affairs)	Official department business requiring referral to OMPFs for individual case determinations.	Performance (P), Service (S), and Restricted (R) Active Army and Reserve Personnel, to include Active Guard Reserve
DOD	Joint Chief of Staff, Office of the (Director Joint Staff)	Official departmental business requiring referral to OMPFs for individual case determination	P, S
DOD	Defense Security Service	Security reviews, investigations, and determinations that require referral to OMPFs	P, S, R Access permitted granted at or near OMPF custodian area upon presentation of proper credentials; paper OMPFs not authorized
DA	Army Board for Correction of Military Records	Individual case determinations and actions requiring referral to OMPFs	P, S, R
DA	Army Council of Review Boards	Individual case determinations and actions requiring referral to OMPFs	P, S, R
DA	Senior Leader Development Office	Branch Chief and Career Managers designated to manage COL (P) and general officers	P, S
DA	Casualty and Memorial Affairs	Personnel operations and administration requiring referral to OMPF	S
DA	Retired/Separations Activities Divisions and Transition Centers	Personnel operations and administration requiring referral to OMPF	P, S
DA	Chief, National Guard Bureau	Personnel operations and administration requiring referral to OMPF	P, S, R Army National Guard personnel only, to include Active Guard Reserve
DA	U.S. Army Reserve Command	Personnel operations and administration requiring referral to OMPF	P, S, R Army reserve personnel to include Active Guard Reserve (AGR)
DA	Office of the Chief Army Reserve	Personnel operation and administration requiring referral to OMPF	P, S, R Army Reserve Personnel to include Active Guard Reserve
DA	Commanding General, Human Resources Command	Personnel operations and administration requiring referral to OMPF	P, S, R Active and Reserve Personnel to include Active Guard Reserve
DA	The Adjutant General Directorate	Personnel operations and administration requiring referral to OMPF	P, S, R Active and Reserve Personnel to include Active Guard Reserve

Table 1
Access guide for agencies and activities—Continued

Access level	Agencies and activities	Purpose	Record or folder access
DA	Chief of Chaplains Office	Personnel management and professional development determinations and actions requiring referral to OMPFs	P, S Chaplain OMPFs only
DA	Army Secretary, Under Secretary of the Army, and Assistant Secretary (Manpower and Reserve Affairs)	Official departmental business requiring referral to OMPFs for individual case determinations	P, S
DA	Chief of Staff, Vice Chief of Staff, Director of the Army Staff, Director of Management, and Deputy to the Director of the Army Staff (Executive Services)	Official departmental business requiring referral to OMPFs for individual case determinations	P, S
DA	Deputy Chief of Staff for Personnel, Directorate of Military Personnel Management, DA Special Review and Suitability Evaluation Boards, and USA Physical Disability Agency	Official departmental business requiring referral to OMPFs for individual case determinations	P, S, R
DA	Office of The Inspector General	Action related to conduct of inquiries and investigations that require referral to OMPFs	P, S, R
DA	Office of the Assistant Chief of Staff for Intelligence	Security reviews, investigations, and determinations that require referral to OMPFs	P, S, R Access permitted granted at or near OMPF custodian area upon presentation of proper credentials Paper OMPFs are not authorized.
DA	The Judge Advocate General. U.S. Army Judiciary; U.S. Claims Service (Ft. Meade, MD)	Action related to litigation, legal matters, and appellate review that require referral to OMPFs	P, S, R
DA	Office of the Judge Advocate General (Personnel, plans, and training office)	Personnel management and professional development determinations and actions requiring referral to OMPFs	P, S Judge Advocate General managed personnel only with exceptions for officers being considered for branch transfer
DA	Surgeon General, Office of the (Directorate of Personnel) and Army Medical Department (AMEDD) Personnel Support Agency	Personnel management and professional development determinations and actions requiring referral to OMPFs	P, S AMEDD managed personnel only with exceptions for officers being considered for branch transfer
DA	Secretariat for DA Selection Boards (AHRC)	Personnel selection boards as a part of the DA selection system process	P and S; R must have G-1 approval
DA	Office of the Chief Legislative Liaison	Individual case actions requiring referral to OMPFs	P, S, R
DA	U. S. Army Criminal Investigation Command	Security reviews, investigations, and determinations that require referral to OMPFs	P, S, R Access permitted granted at or near OMPF custodian area upon presentation of proper credentials; paper OMPFs are not authorized
DA	AHRC (less Secretariat for Selection Boards)	Personnel operations and administration requiring referral to OMPF	

Table 1
Access guide for agencies and activities—Continued

Access level	Agencies and activities	Purpose	Record or folder access
	—Enlisted Personnel Management Division and Officer Personnel Management Division	—Personnel actions, career development, distribution	P,S Access limited to officers/enlisted managed by that division. Exceptions will be made for officers for branch transfers or change in status. For example warrant to commissioned, commissioned to warrant or enlisted, enlisted to commissioned or warrant. P, S, R
	—Management Support Division, Enlisted Records and Evaluation Center (EREC), AHRC—St. Louis —Personnel Information Systems Directorate and Field Systems Division	—Process Evaluation Reports, Appeals, Manage / Service Records, Promotion Board Reviews —Data Management/accuracy	P, S
DOD and DA	Other DOD and DA entities	To fulfill law enforcement or criminal justice responsibilities or duties	P, S, R
DOD and DA	DOD and DA offices and agencies not listed here, and other offices and listed in AR 340–21	A valid requirement. Depends on justification and what access is essential, explain why action cannot be accomplished by other means or through reference to other records	P, S, R
Law Enforcement	Offices and agencies outside of DOD and DA	To fulfill law enforcement or criminal justice responsibilities or duties	P, S, R
DOD	U.S. Air Force Military Personnel Center; Air National Guard Support Center, Military Personnel Branch Special Actions Section	Personnel operations and administration requiring referral to OMPF. Limited to OMPFs needed for interservice transfers or verification of service for appointment or enlistment	P, S, R
DOD	U.S. Navy Bureau of Personnel	Personnel operations and administration requiring referral to OMPF. Limited to OMPFs needed for interservice transfers or verification of service for appointment or enlistment	P, S, R
DOD	U.S. Marine Corps (Personnel Management Division)	Personnel operations and administration requiring referral to OMPF. Limited to OMPFs needed for interservice transfers or verification of service for appointment or enlistment	P, S, R
DOD	U.S. Coast Guard (Personnel Management Division)	Personnel operations and administration requiring referral to OMPF. Limited to OMPFs needed for interservice transfers or verification of service for appointment or enlistment	P, S, R
DOD	Offices or sections with the Defense Finance and Accounting Service Agency	Personnel management and administration access to update a Soldiers pay record	P, S
DOD	Military entrance processing station, retention noncommissioned officers or career counselors	Personnel management, personnel operation, and administration requiring referral to the OMPF	P, S
DA	Inmate Personnel Division, U.S. Disciplinary Barracks, Ft. Leavenworth, KS, Ft. Knox, KY, and Ft. Sill, OK	Personnel management, personnel separation, and administration requiring referral to the OMPF	P, S, R
DA	Military Personnel Division, Brigade Combat Team, and Personnel Service Battalion	Personnel management, personnel operation, and administration requiring referral to the OMPF	P, S

Table 1
Access guide for agencies and activities—Continued

Access level	Agencies and activities	Purpose	Record or folder access
Com-mander	Commanders at all levels	Personnel management, personnel operation and administration requiring referral to the OMPF	P, S
Soldier	Soldiers or their representatives (duly authorized in writing)	As authorized by AR 600–8–104	P,S,R

Glossary

Section I Abbreviations

AHRC

Army Human Resources Command

AKO

Army Knowledge Online

AO

authorized official

AMEDD

Army Medical Department

AR

Army Regulation

CAC

Common Access Card

DA

Department of the Army

DFAS

Defense Finance and Accounting Service

DOB

date of birth

DOD

Department of Defense

EO

Executive Order

iPERMS

interactive Personnel Electronic Record Management System

ITAPDB

Integrated Total Army Personnel Database

OMPF

Official Military Personnel File

SIDPERS-G

Standard Installation/Division Personnel System-Guard

SSN

Social Security number

USC
United States Code

USCG
U.S. Coast Guard

USMC
U.S. Marine Corps

USN
U.S. Navy

VDAS
Vice Director of the Army Staff

Section II
Terms

This section contains no entries.

Section III
Special Abbreviations and Terms
This section contains no entries.

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